

SPORTS TOURNAMENT
SPECIAL EVENT PERMIT
APPLICATION



Tournament Location: _____ Tournament Dates: _____
Tournament Name: _____
Years Held in Idaho Falls: _____

Tournament Location:
Park: _____ Number of Fields: _____
Park: _____ Number of Fields: _____
Park: _____ Number of Fields: _____

Brief Description of Tournament: _____

Tournament Category

- Co-Ed Softball, Girls Fast Pitch Softball, Cal-Ripkin, Babe Ruth, Men's Softball, Majors/Minors Baseball, Idaho Select, Idaho Elite, Basketball, Football, Rugby, Lacrosse, AYSO Soccer, BYSL Soccer, Latino Futbol, Adult Soccer, Other: _____

Tournament Director Info

Tournament Director: _____ Sponsoring Organization: _____
Contact's Phone: (_____) _____ Email: _____

Pertinent Questions for City Departments

Table with 5 columns for attendance and 3 rows for insurance, fees, music, and concessions. Includes a list of 3 requirements for concessionaires.

Special Event Permit: Policies and Procedures Checklist

I have read the entire Special Event Permit: Policies and Procedures and understand all the requirements, limitations, policies and procedures that are associated with each section. By initialing the following statements, I completely understand what is expected of me, as the event organizer, and will comply with each corresponding section.

- Certificate of Insurance, Concessionaire/Vendor Permits and Roster, Community Notification, Signage Limitations, Portable Toilets, Inflatable Structures, Entrance Fees & Event Parking, Tournaments, Camps and Competition, Facility Rental Fee and/or Insurance Waiver Requests, Cancellation Policy

Tournament Fees

Permits, Fields and Equipment	Fee	Needed/ Quantity
Special Event Permit Fee	\$50.00	✓
Refundable Deposit for ALL Special Events	\$500.00	✓
Special Event Temporary Concession Permit (1-10 Vendors)	\$50.00	
Special Event Temporary Concession Permit (11+ Vendors)	\$100.00	
Soccer Fields	\$16.00/game	
Baseball Diamonds	\$14.00/game	
Football Fields	\$14.00/game	
Mound Building	\$150.00/field	
Fencing (Up to 200')	\$100.00	
Additional Fencing Beyond 200'	\$.20/ft.	
Candle Sticks(\$50.00 replacement fee)	Free	
Barricades (\$300.00 replacement fee)	Free	
Bleachers	\$40.00 ea.	

***The \$500.00 deposit is a cleaning deposit as well as collateral for damages to City facilities/grounds and broken or lost equipment.**

I (the signer) have read this entire Special Event Permit Application and corresponding Policies and Procedures and agree to abide by ALL rules, regulations and requirements. I have attached all required documentation to this application. I understand that failure to comply with ALL requirements, deadlines and commitments may result in termination of my permit and denial of subsequent permit requests.

I (the signer) understand that I am responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Idaho Falls, in addition to all rules and regulations governing the City's Parks and Recreation Department. I agree that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, religion or national origin.

Tournament Director's Printed Name

Date

Director's Signature

Special Event Permit: Policies and Procedures Checklist

I have read the entire *Special Event Permit: Policies and Procedures* and understand all the requirements, limitations, policies and procedures that are associated with each section. By initialing the following statements, I completely understand what is expected of me, as the event organizer, and will comply with each corresponding section.

_____	Certificate of Insurance
Initial	
Initial	
_____	Trash and Recycling Plan
Initial	
_____	Street Closure Requests – Cones, Candlesticks, A-Frames and Barricades
Initial	
_____	Concessionaire and Food Vendor Permits and Roster
Initial	
_____	Alcohol Dispensing Requirements and Limitations
Initial	
_____	Signage Limitations (Temporary Banners, A-Frames, Yard Signs, etc.)
Initial	
_____	Route Identifier Markers for Walks, Races and Events
Initial	
_____	Community Notification
Initial	
_____	Portable Toilets
Initial	
_____	Inflatable Structures
Initial	
_____	Entrance Fees and Event Parking
Initial	
_____	Tournaments, Camps and Competitions
Initial	
_____	Cancellation Policy
Initial	

I (the signer) have read this entire Special Event Permit Application and corresponding Policies and Procedures. I agree to abide by ALL rules, regulations and requirements laid out in the stated document. I have attached all required documentation to this application. I understand that failure to comply with ALL requirements, deadlines and commitments may result in termination of my permit and denial of subsequent permit requests.

I (the signer) understand that I am responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Idaho Falls, in addition to all rules and regulations governing the City's Parks and Recreation Department. I agree that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, religion, disability, sexual orientation, gender identity or national origin.

Event Organizer's Printed Name

Date

Event Organizer's Signature

Date

City Office Use Only

Application Fee:	\$ 50.00
Park Impact Fee:	\$ 100.00
(\$100 – Required for Events expecting more than 100 attendees)	
Special Event Refundable Deposit	\$ 500.00
Your \$500 deposit may be used if repairs are required to any city property	
Alcohol Dispensing Permit:	\$ _____
(\$50.00/Day + 3% of Gross Sales – Only for Events with alcohol)	
Facility Rental Fees:	\$ _____
Equipment Rental Fees:	\$ _____
Total Due:	\$ _____

Please email this application to the following marked divisions:

- ☐ Special Event Coordinator
- ☐ Clerk's Office
- ☐ Fire
- ☐ Police
- ☐ Streets
- ☐ Power
- ☐ Legal

Authorized City Representatives

Clerk's Office (Dispensing Permit)

Sign: _____

Date: _____

Legal Department (Application Review)

Sign: _____

Date: _____

Special Event Coordinator (Application Review)

Sign: _____

Date: _____

Fire Department (Fire Safety Check)

Sign: _____

Date: _____

Police Department

Captain – Special Event Dispensing Permit

Sign: _____

Date: _____

Special Event Sergeant

Sign: _____



CITY OF IDAHO FALLS

STREET DIVISION – LOANER FORM

Name of Person Responsible for Equipment: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Event Name / Company: _____

Event Date: ____/____/____ Event Location: _____

<u>Equipment</u>	<u>Quantity</u>	<u>Replacement Cost</u>	<u>Total Replacement Cost</u>
CANDLESTICKS & BASE		\$50.00 (EACH)	
A-FRAME		\$65.00 (EACH)	
CONES		\$50.00 (EACH)	
SIGN AND STAND		\$300.00 (EACH)	
			TOTAL REPLACEMENT COST:\$

Drop-Off Location: _____ Pick-Up Location: _____

Signature: _____ Phone Number: _____

*Please be aware you are responsible for the return of ALL listed items above. Your refundable deposit will be used to cover the replacement cost of any unreturned equipment. If your total replacement cost exceeds your deposit, you will be billed for any remaining debt to the City of Idaho Falls.

Thank You,
Street Division Management